




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 09-102	PAGE NUMBER 1 of 6
		SUBJECT: SAFETY, SANITATION AND INSPECTIONS: Housekeeping Plans and Health and Sanitation Inspections	
Approved By:  Secretary of Corrections		Original Date Issued:	08-15-82
		Current Amendment Effective:	02-13-06
		Replaces Amendment Issued:	12-21-03
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued: 03-31-11	

POLICY

To ensure that staff are provided clean, safe, and sanitary working conditions and inmates are housed, work, study, exercise, and receive health care in a clean, safe and healthy environment, all facilities and offices shall comply with applicable health, safety, and sanitation codes and regulations. (ACO 2-2A-01, 2-3B-01, 2-4C-01, ACI 3-4310, NCCHC P-15)

Each warden, in consultation with the health authority, shall develop comprehensive housekeeping plans for all areas of the facility, which address specific tasks, frequency, and designation of responsibilities for tasks. (NCCHC P-15) Procedures shall be developed which ensure daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and inmates. (ACI 3-4314) Wardens shall include in the housekeeping plan provisions to: ensure that all refuse is collected, stored and disposed of in accordance with a plan approved by the appropriate regulatory agency; (NCCHC P-15, ACO 2-4D-01, ACI 3-4312) ensure for the control of vermin, insects and pests (ACI 3-4313) and the disinfecting of laundry or parasite-infected materials; (NCCHC P-17) require weekly and monthly health and sanitation inspections of all internal and external areas of the facility and equipment to be conducted by qualified staff; (ACO 2-4C-01, 2-4D-01, ACI 3-4305, 3-4310) ensure weekly inspections of all food service areas, including dining and preparation areas and equipment and, to provide for inspection and corrective action reports to be submitted to the warden. The warden shall make such reports accessible to the facility health authority for review. (NCCHC P-15)

An annual health and sanitation inspection of each facility shall be conducted by an independent inspector to monitor the facility's compliance with applicable federal and state laws, regulations, codes, guidelines, and accreditation standards, including food service facilities and equipment. The inspection report shall be reviewed by the warden or designee and corrective actions shall be required in response to any deficiencies noted. (ACO 2-2A-02, 2-4C-01, 2-4D-01, ACI 3-4302, 3-4310)

The potable water source and supply at each facility shall be tested and certified by an independent, outside source to be in compliance with jurisdictional laws and regulations. (ACO 2-4D-01, ACI 3-4311)

Facilities shall maintain energy efficient thermostat settings, with such devices located in housing, program, and exercise areas to be set not higher than 68 degrees Fahrenheit during winter heating and, where tempered air is available, not lower than 78 degrees Fahrenheit during summer cooling. In other areas of the facilities, the settings shall be set at not more than 72 degrees Fahrenheit for heating, or less than 72 degrees Fahrenheit for cooling.

General orders developed to implement this policy shall be in consultation with the facility health authority. (NCCHC P-15)

DEFINITIONS

Designated Health and Sanitation Officer: The staff member(s), designated by the warden, who has completed minimum training requirements in accordance with IMPP 03-118 and is familiar with applicable health and sanitation regulations and monthly inspection documentation procedures.

Fixed Equipment: Equipment directly related to building systems, supportive of them, and including such items as elevators, mechanical components (heating, cooling, and ventilation), lighting components, etc.

Independent inspector: A Kansas Department of Corrections staff member, not an employee of the facility being inspected, who has completed the minimum training requirements in accordance with IMPP 03-118.

Inspection Facilitator: The person designated by the Deputy Secretary of Facility Management as responsible for coordinating the inspection activities and reviewing inspection findings.

Non-fixed equipment: Equipment directly related to specific activities of the space, supportive of them, and including such items as shop equipment, kitchen equipment, beds, office furniture, washers, dryers, athletic equipment, etc.

Qualified staff: Any staff member who has completed minimum training requirements in accordance with IMPP 03-118 and is familiar with weekly and monthly inspection documentation procedures.

PROCEDURE

I. Housekeeping Plans: Daily Maintenance and Weekly/Monthly Health and Sanitation Inspections Established by General Orders

- A. The facility shall establish General Orders and/or Post Orders, which identify all areas of the facility to receive inspections and assign responsibility for daily maintenance and cleaning, and for the weekly and monthly inspection of each area identified. General orders shall include a mechanism to ensure that deficiencies are addressed consistent with Section I.D., below, and according to the degree of their threat to the health, safety, and security of the facility.
 - 1. Written housekeeping plans shall be developed which address all areas of the facility and provide for daily housekeeping and maintenance by assigning specific duties and responsibilities to staff and inmates. (ACO 2-4D-01, ACI 3-4314)
 - 2. Dining and food preparation areas and equipment shall be inspected weekly by either administrative, medical, or dietary personnel or the food service supervisor or designee. Refrigerator, freezer, and food service water temperatures shall be checked and recorded daily. (ACI 3-4305)
- B. Weekly inspections of all areas except food service shall be conducted by qualified staff and shall be documented on the Weekly Inspection Report (Form #09-101-001). Weekly inspections of food service areas shall be documented on the Weekly Health and Sanitation Report - Food Service and Dining Areas Only (Attachment B, Form #09-102-002). Copies of weekly inspection reports shall be immediately forwarded to the warden and facility health authority or designee(s). (ACO 2-4D-01)
 - 1. Following receipt by the warden or designee, the report shall be distributed according to local procedures established by each facility.
- C. Monthly inspections shall be conducted by the designated health and sanitation officer and shall be documented on the respective Monthly Health and Sanitation Inspection Report:
 - 1. Inspections of facility areas other than food service and dining areas shall be reported on Attachment A, Form #09-102-001.

2. Inspections of food service and dining areas shall be reported on Attachment D, Form #09-102-003. (ACO 2-4C-01)
- D. Any deficiencies shall be reported on the Monthly Inspection Deficiency Report (see IMPP 09-101).
- E. A copy of the Monthly Health and Sanitation Inspection reports and any Monthly Inspection Deficiency report shall be forwarded to the warden and facility health authority or designee(s) within seven (7) working days of their completion. (NCCHC P-15)
- F. Unresolved deficiencies which are noted on consecutive monthly inspection reports shall require a Corrective Action Status Report, to be prepared within seven (7) working days of completion of the inspection (per Section I.C. above), by the staff member responsible for the maintenance/supervision of the inspected areas, for information and review by the warden and facility health authority or designee(s).

II. Annual Health and Sanitation Inspections

- A. A health and sanitation inspection of each facility, including food service facilities and equipment, shall be conducted annually by an independent inspector. (ACO 2-2A-02, 2-4D-01, 2-4C-01, ACI 3-4302)
- B. The annual health and sanitation inspection shall monitor the facility's compliance with all applicable federal and state laws, regulations, codes, guidelines, and accreditation standards.
- C. Within forty-five (45) days after receipt of the independent inspector's report, or, as directed by the independent inspector, the warden shall submit a corrective action report. The corrective action report shall be submitted to the Deputy Secretary of Facility Management's designee and the report shall include:
 1. A summary of corrective action and/or a plan of action for each deficiency noted; and,
 2. A description of equipment, funding or other needs with respect to future corrective action.
- D. The Deputy Secretary of Facility Management's designee shall, within fifteen (15) working days of receipt of the corrective action report:
 1. Review the report; (ACO 2-2A-02)
 2. Address any questions regarding the report to the warden and/or the independent inspector;
 3. Review the report with the Deputy Secretary of Facility Management and
 4. Make any necessary comments regarding the report;
- E. The Inspection Facilitator may, during routine facility inspections or as directed by the Deputy Secretary of Facility Management or the warden, review facility progress with corrective action measures for deficiencies identified in any previous inspection report. (ACO 2-2A-02)
 1. The warden shall file a Corrective Action Status Report at intervals required by the Deputy Secretary of Facility Management or designee until the deficiencies identified in the annual inspection report are sufficiently addressed.

III. Designation and Training of Health and Sanitation Officers

- A. Each warden shall designate a minimum of one (1) primary and one (1) reserve health and sanitation officer.
- B. Training of the facility's primary health and sanitation officer(s) and reserve health and sanitation officer(s) shall be in accordance with IMPP 03-118.

IV. Responsibilities of the Health and Sanitation Officers

- A. Primary health and sanitation officers shall:
 - 1. Accompany and participate in all inspections by independent inspectors;
 - a. In the event of a scheduling conflict, or, in the absence of the primary health and sanitation officer, the reserve health and sanitation officer or another facility staff member designated by the warden shall accompany the inspectors.
 - 2. Ensure training of staff responsible for conducting weekly inspections;
 - 3. Conduct comprehensive and thorough monthly health and sanitation inspections of all facility areas; and,
 - 4. Review all weekly inspection, monthly inspection, and corrective action reports.
- B. In the absence of conflicts, reserve health and sanitation officers shall participate in all inspections conducted by independent inspectors and no less than two (2) monthly internal health and sanitation inspections annually.

V. Responsibilities of the Inspection Facilitator

- A. The Inspection Facilitator shall arrange for and confirm mutually acceptable times and dates for at least an annual inspection for the respective facility, by an independent inspector.
 - 1. The inspection schedule for the following calendar year shall be completed and submitted to the Deputy Secretary of Facility Management's designee no later than November 1 of each year.
 - 2. Changes in the established schedule shall be conveyed by the Inspection Facilitator.
- B. The Inspection Facilitator shall keep the respective wardens and Deputy Secretary of Facility Management advised, either verbally or in writing, of the content of any contacts with KDHE regarding the respective facilities.

VI. Responsibilities of Designated Staff in the Facility Management Division

- A. The Deputy Secretary of Facility Management shall designate a staff member to serve as the contact person with the Kansas Department of Health and Environment on matters pertaining to:
 - 1. Building codes as they affect new construction and renovation projects;
 - 2. Fixed equipment requirements; and,

3. Environmental issues such as asbestos, toxic waste, underground fuel storage tanks, etc.
- B. All facility inquiries pertaining to the matters specified in Section VI.A. shall be directed to the Division of Facility Management contact person.
1. Questions arising out of such discussions requiring further information from the Department of Health and Environment shall be resolved through contacts initiated by the designated contact person.
 2. The designated contact person shall keep the wardens advised, either verbally or in writing, of the content of any contacts with KDHE involving their respective facilities.
 3. When directed to do so by the contact person, facility staff may initiate such contact.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

<u>Name/Type of Report</u>	<u>By Whom/To Whom</u>	<u>Due</u>
Weekly Inspection Report	Qualified staff to warden or designee	Weekly
Monthly Health and Sanitation Inspection Report	Health & sanitation officer to warden or designee	Monthly
Monthly Inspection Deficiency Report	Health & sanitation officer to warden or designee	Monthly
Corrective Action Status Report	Staff person responsible for the maintenance/ supervision of the inspected area to warden or designee	Within 7 working days of completion of a monthly inspection report where unresolved deficiencies are noted
Annual Inspection Corrective Action Report	Warden to Deputy Secretary of Facility Management or Designee	Within 45 days of receipt of annual inspection report or as directed
Warden's Corrective Action Status Report	Warden to Deputy Secretary of Facility Management or designee	Monthly or as required

REFERENCES

K.S.A. 65-101, 65-161 - 65-173, 75-5228, 76-125

IMPP 09-101

ACO 2-2A-01, 2-2A-02, 2-3B-01, 2-4C-01, 2-4D-01

ACI 3-4134, 3-4302, 3-4305, 3-4306, 3-4310, 3-4313, 3-4314, 3-4315

NCCHC P-15

ATTACHMENTS

Attachment A - Monthly Health and Sanitation Report, 1 page

Attachment B - Weekly Health and Sanitation Report - Food Service and Dining Areas Only, 1 page

Attachment C - Monthly Health and Sanitation Report - Food Service and Dining Areas Only, 1 page

MONTHLY HEALTH AND SANITATION INSPECTION REPORT
(Applies to all areas except Food Service and Dining)

Facility _____ Area Inspected _____ Building _____ Month of _____

Current Month	Previous Month		
_____	_____	A. HOUSEKEEPING	
_____	_____	1. Written housekeeping procedures are available which address all areas and assign specific duties.	
_____	_____	2. Garbage and waste are properly stored and disposed of.	
_____	_____	3. Non-disposable containers are cleaned and sanitized after each use.	
_____	_____	4. Lobby areas are clean, well lighted, free of hazards.	
_____	_____	5. Corridors and walkways are clean, well lighted and free of hazards.	
_____	_____	6. Stairs are clean, well lighted, free of hazards.	
_____	_____	7. Walls, windows and doors are clean and in good repair.	
_____	_____	8. Ceilings are clean and in good repair.	
_____	_____	9. Floors are clean and in good repair.	
_____	_____	10. Premises are neat, clean, free of rubbish.	
_____	_____	11. Outer openings are provided with adequate protection from bug/rodent infestation.	
_____	_____	12. Landscaping is free from weeds, trash.	
_____	_____	13. Furnishings and bedding (mattress, blanket, etc.) are clean and in good repair.	
_____	_____	14. Available bedding exceeds needs for the housing units' inmate population. (ACI 3-4315)	
_____	_____	15. Individual room/cell is clean, free from litter and dust.	
_____	_____	16. Closet/wardrobe/assigned clothes hanging area is available for each resident.	
_____	_____	17. Light fixtures are clean and in good repair.	
_____	_____	18. Ceiling mounted and portable fans are clean and in good repair.	
_____	_____	19. All cleaning tools and equipment are clean, properly stored, and in good repair.	
_____	_____	B. LAUNDRY	
_____	_____	1. Adequate hand washing facilities are available.	
_____	_____	2. Adequate storage space exists for supplies.	
_____	_____	3. Wash temperatures meet or exceed 160 degrees Fahrenheit at point of entry. Water temperatures lower than 160 degrees Fahrenheit are acceptable if laundry chemicals suitable for low-temperature washing are used at proper concentrations.	
_____	_____	4. Soiled and clean laundry is separated.	
_____	_____	5. Window screens are in place and maintained in good repair.	
_____	_____	C. RESTROOM/SHOWER FACILITIES	
_____	_____	1. Restroom walls, grouting, ceiling, floors, mirror, and all attachments are clean and in good repair.	
_____	_____	2. Adequate hand washing, shower, and toilet facilities are available.	
_____	_____	3. Commodes and urinals are clean, properly sanitized, and in good repair.	
_____	_____	4. Suitable hand cleansers, paper towel, or approved dryers are available.	
_____	_____	5. Restrooms are well ventilated, free from odor.	
_____	_____	6. Showers and bathtubs are clean and sanitized.	
_____	_____	7. Shower curtains are clean and in good repair.	
_____	_____	8. Hot water temperatures are thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit. (ACI 3-4134)	
_____	_____	D. HAIR CARE FACILITIES	
_____	_____	1. Adequate tool storage is provided.	
_____	_____	2. Adequate facilities for sterilization of tools are available.	
_____	_____	3. Tools are maintained in good repair and are clean.	
_____	_____	4. Adequate supply of clean towels is provided.	
_____	_____	5. Neck strips/sanitary towels are available.	
_____	_____	6. Hot and cold running water is readily available at appropriate temperatures.	
_____	_____	7. Chairs/furnishings are clean and free of rips, cuts and/or tears in upholstery.	
_____	_____	8. All hazardous materials are handled and maintained in conformity with the provisions of IMPP 12-112.	

INSTRUCTIONS: Each item must be rated Satisfactory (S) or Unsatisfactory (U) unless the item is not applicable. If not applicable, insert N/A for the non-applicable items. Each item found unsatisfactory on the previous monthly inspection shall be identified by inserting "U" in the column marked "Previous Month". Actual temperatures in showers and washbasins in restrooms should be checked with a hand held thermometer; laundry temperatures should be checked using the external thermometers on washers.

COMMENTS:

Signature and Title of Inspector

Date Signed

WEEKLY HEALTH AND SANITATION REPORT (ACI 3-4305)

(Food Service and Dining Areas Only)

Facility: _____ Area Inspected: _____ Building: _____ Week of: _____

Current Week	Previous Week		
_____	_____	A. FIRE SAFETY	
_____	_____	1. Hood suppression systems readiness.	
_____	_____	2. Fire extinguisher(s) are ready and access is clear.	
_____	_____	3. Emergency exits are unobstructed and emergency exit signs are visible.	
_____	_____	4. Evacuation plans and evacuation routes are publicly posted.	
_____	_____	B. INDUSTRIAL SAFETY	
_____	_____	1. Toxic/caustic cleaning supplies are properly labeled, inventoried/accounted for, and stored when not in use.	
_____	_____	2. Wet floor signs are posted when kitchen/dining room floors are wet; floors are kept dry, if possible.	
_____	_____	3. Lighting, ventilation, noise levels, and temperatures are maintained appropriate to the setting.	
_____	_____	4. All hot water pipes in the area are properly insulated.	
_____	_____	5. First aid supplies and safety equipment are available and used as required.	
_____	_____	C. SANITATION	
_____	_____	1. A supply of clean towels/wiping cloths are maintained for food service workers' use, soiled laundry is separate/covered.	
_____	_____	2. Mops/mop buckets are clean and in satisfactory condition, properly stored when not in use, soiled mops are covered.	
_____	_____	3. Floors, walls, windows, doors, ceilings, tables, and work surfaces are clean and in good repair.	
_____	_____	4. Garbage/trash containers are covered except during meal preparation and clean-up.	
_____	_____	5. Sewage, garbage, and trash is removed and disposed as scheduled or required, and containers are cleaned.	
_____	_____	6. Outside trash areas are free of loose debris. Containers are stored on a hard, cleanable surface, are not over-filled, and the lids are kept closed.	
_____	_____	D. FOOD/FOOD PROTECTION	
_____	_____	1. All food items are stored either in original or in sealed substitute containers and are properly covered, labeled and dated.	
_____	_____	2. Food storage area temperatures are recorded daily and are maintained in these ranges: Dry/Shelf stored goods 45-80 degrees F. Refrigerators/Coolers - 35-40 degrees F. Freezers - 0 degrees or below (ACI 3-4306)	
_____	_____	3. Direct handling of food (including ice) is minimized, and all food handlers use proper utensils and/or wear sanitary gloves, as appropriate to task/activity.	
_____	_____	4. Food dispensing utensils are properly stored during use, cleaned, and secured/stored between meals.	
_____	_____	5. Hot holding temperatures are maintained for food items being served.	
_____	_____	E. PERSONNEL	
_____	_____	1. Food Service personnel and inmate workers with diarrhea, open wounds, skin infections, and transmittable diseases are restricted from the food service area.	
_____	_____	2. Food handlers are referred to medical services for periodic/annual exams or due to illness on the job.	
_____	_____	3. Food handlers are physically clean, wear clean garments, caps or hair nets and, if applicable, beard masks.	
_____	_____	4. All persons working in food service, including inmates, are monitored each day for health and cleanliness by the Director of Food Services or designee.	
_____	_____	F. FOOD EQUIPMENT AND UTENSILS	
_____	_____	1. All food contact surfaces, pots, pans, trays, and utensils are clean and free of rust, corrosion, cuts, cracks, detergents, and rough surfaces, and are properly stored.	
_____	_____	2. All non-food contact surfaces, utensils, exteriors of pots, pans, and trays are clean and properly stored.	
_____	_____	3. Dish washing equipment/facilities are in good repair, maintain appropriate dishwasher temperatures, and function properly. Accurate thermometers and chemical test kits are provided and used. Water temperatures are logged daily.	
_____	_____	4. Ice machines are cleaned and ice scoops are properly stored outside of the machine.	
_____	_____	5. Serving lines, equipment used to transport food, and dining tables are cleaned and sanitized between meals.	
_____	_____	G. TOILET AND HAND WASHING FACILITIES	
_____	_____	1. Toilet rooms, wash basins, and stools/urinals are cleaned daily; sanitary towels/tissues/hand dryers are provided and maintained in working/serviceable order.	
_____	_____	2. Hand washing instructions are posted in the toilet rooms and in food preparation areas; compliance is monitored by Food Services Director or designee.	

INSTRUCTIONS: Each item must be rated Satisfactory (S) or Unsatisfactory (U). Each item found unsatisfactory on the previous weekly inspection shall be identified by inserting "U" in the column marked "Previous Week."

COMMENTS:

Signature and Title of Inspector
Form #09-102-002

Date Signed

INSTRUCTIONS: Each item must be rated Satisfactory (S) or Unsatisfactory (U). Each item found unsatisfactory on the previous monthly inspection shall be identified by inserting "U" in the column marked "Previous Month."

Form #09-102-003